

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI - 110029.

No.F. 20-11/2025-Estt.-I (Winter Vacation)

Dated the:

12 NOV 2025

OFFICE MEMORANDUM

Subject: Schedule of Winter Vacation for 2025 to the Faculty-regarding.

All the Chief of Centres/Heads of the Departments/Units are requested to send consolidated proposals regarding grant of winter vacation to various Faculty members entitled for vacation in the prescribed performa for consideration of the Director latest by **25th November, 2025**. Please send this information on E-mail ID **admnofficerfacultycell@aiims.edu** or E-Office ID of **Sh. Narottam Anand AAO - FACULTY CELL**.

The Winter Vacation is normally granted in two halves i.e., from **23rd December to 31st December (1st half)** and **2nd January to 10th January (2nd half)** every year with faculty members opting for either of the halves as per the understanding in the department/center.

Accordingly, while making the proposals for granting Winter Vacation, the Chief of Centres/ Head of the Departments are requested to ensure that 50% of faculty members or more (including senior faculty members in each level if feasible) are available in the center/department at any given point of time during the vacation. A certificate to this effect may be appended to the proposal.

11/11/2025

(N.ANAND)

**Asstt. Administrative Officer
(Faculty Cell)**

Distribution :

1. All Chief of the Centres/Head of the Departments/Units
2. The PPS to Director
3. The PS to Dean
4. The PS to Additional Director (Admn.)
5. Professor-in-charge (Computer Facility) →

With the request to upload the same on Institute's website.

6. Sr. Hindi Officer, Hindi Section →

With the request to kindly translate and forward the same to

FORM FOR GRANT OF SUMMER/WINTER VACATION

S.I. No.	Name with Designation of Officers who are allowed to avail of the 1 st half of vacation	S.I. No.	Name alongwith designation of present in Department/Centre/ half of the vacation.
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	

S.I. No.	Name with designation of officers who are to be allowed to avall of the 2 nd half of the vacation.	S.I. No.	Name with designation of Of present in the Department/Cent of vacation.
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	

S.I. No.	Name with designation of Officers who are to be allowed to avail of full vacation i.e., both halves.	S.I. No.	Name with designation of Officers refused entire vacation in (alongwith reasons).
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	

It is certified that 50% of faculty staff of the Department/Centre i.e., Professors, Associate Professors and Assistant Professors will be practically available vacation and that cut of 50% staff shown to be present in the Department/Centre attending conference, avail of earned leave except in exceptional cases during the present in the Department/Centre/Unit.

Signature of the Head of the

Date